

COMMUNITY CARE LICENSING DIVISION

*"Promoting Healthy, Safe and
Supportive Community Care"*

TECHNICAL SUPPORT PROGRAM

Self-Assessment Guide

ADULT DAY SUPPORT CENTER CLIENT RECORDS



TECHNICAL SUPPORT PROGRAM ADULT DAY SUPPORT CENTER CLIENT RECORDS

This tool is designed to assist facility operators to perform periodic self-assessments of their client records. It includes the most commonly required client records. It is not an exhaustive list of all client records. ***It cannot be used as a substitute for having a good working knowledge of all records required by regulation.*** Be sure that all documents are signed and complete. It is recommended that each box and/or space is marked to demonstrate that the entire form has been reviewed.

R = Reviewed

U = Updated

N/A = Not Applicable

Client Name: _____

Review Date								Expires/ Updates Due
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Admission Agreement LIC 604								
Identification and Emergency Information LIC 601								
Physician's Report LIC 602								
Ambulatory Status LIC 602								
TB Test Results LIC 602								
Medical Consent LIC 627C								
Needs and Services Plan LIC 603 or 625								
Restricted Health Condition Care Plan								
Client's Cash Resources LIC 405								
Property Record LIC 621								
Personal Rights LIC 613								
Centrally Stored Medication and Destruction Record LIC 622								
Medical Information Release LIC 605								
Correspondence/ Incident Report								
Reason for discharge from the center								
Telecommunications Device Notification Form LIC 9158								

Admission Agreement (LIC 604)

Due Date: Within seven days of admission.

Updates Due: Upon modification of any terms of the agreement.

Identification and Emergency Information (LIC 601)

Due Date: Time of admission.

Updates Due: When any information on the form changes.

Physician's Report with Ambulatory Status and TB Test Results (LIC 602)

Due Date: Prior to or within 30 days of admission.

Updates Due: When there are significant changes in the client's health that could affect his/her needs and services or continued placement.

Medical Consent (LIC 627C)

Due Date: Time of placement.

Updates Due: When there is a change of responsible party.

Needs and Services Plan (LIC 625/603)

Due Date: Within 30 days of admission for clients with no restricted health condition. Prior to admission for clients with restricted health conditions.

Updates Due: Every six months or sooner when there are significant changes in the client's physical, mental and/or social condition that could affect his/her needs or continued placement.

Restricted Health Condition Care Plan

Due Date: Prior to admission.

Updates Due: Every six months or when there are significant changes in the client's restricted health conditions or the medical procedures/services needed by the client.

Client's Cash Resources (LIC 405)

Due Date: Upon receipt of any client cash.

Updates Due: Upon receipt or disbursement of any client cash.

Property Record (LIC 621)

Due Date: Time of admission.

Updates Due: When client property is added or removed.

Personal Rights (LIC 613)

Due Date: Time of admission.

Updates Due: None.

Medication Record (LIC 622)

Due Date: Upon receipt of any medication for clients.

Updates Due: When new medications or refills arrive, or when medications are destroyed.

Medical Information Release (LIC 605)

Due Date: Time of admission

Updates Due: Upon change of client's medical provider

Correspondence/Incident Reports

Due Date/Updates: When correspondence or incidents occur.

Reason for Discharge

Due Date: Upon discharge.

Updates Due: None.

Telecommunications Device Notification (for clients with hearing impairments or other disabilities that would cause them to have difficulties using a telephone)

Due Date: At time of admission

Updates Due: When a client without the form develops a disability that would cause him/her to have difficulty using a telephone.